Public Service Commission

Plan for 2015-16

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Government of Saskatchewan

Statement from the Minister

The Honourable Don McMorris

Minister Responsible for the Public Service Commission

I am pleased to present the Public Service Commission's (PSC) Plan for the 2015-16 fiscal year. This Plan aligns with Government's direction and enables the PSC to deliver client-centered human resource solutions. Government's Direction and Budget for 2015-16 is focused on *Keeping Saskatchewan Strong*, balancing building for the future with fiscal responsibility.

In my capacity as Minister Responsible for the Public Service Commission, I look forward to the Public Service Commission working to address current and emerging human resource challenges while aligning key actions with government's overall goals and vision for the future.

The 2015-16 Plan will continue to support Public Service Renewal, demonstrating the ongoing commitment to put the public service's core values into action – showing respect and integrity; serving citizens; practicing excellence and innovation; and, acting as one team.

In the coming year, I will work to ensure that the PSC operates within its financial parameters and a report on progress will be included in the Commission's 2015-16 Annual Report.

Response to Government Direction

The Government of Saskatchewan is committed to *Keeping Saskatchewan Strong*. The province faces challenges due to volatile resource revenue; however, Saskatchewan's economy is diverse and resilient. There are strengths in many sectors from agriculture and manufacturing to resources such as potash and uranium.

With controlled spending and continued support for the conditions necessary for economic growth, the Government will meet the needs of our growing province. Investments in people and infrastructure continue to support Government's commitment to establishing Saskatchewan as the best place to live, to work, to start a business, to get an education, to raise a family and to build a life.

Saskatchewan's Vision

"... to be the best place in Canada – to live, to work, to start a business, to get an education, to raise a family and to build a life."

Sustaining growth and opportunities for Saskatchewan people	Meeting the challenges of growth	Securing a better quality of life for all Saskatchewan people	Delivering responsive and responsible government

Government's vision and four goals provide the framework for ministries, agencies and third parties to align their programs and services and meet the needs of Saskatchewan's citizens.

All ministries and agencies will report on progress in their 2015-16 annual reports.

Operational Plan

Mandate Statement

The Public Service Commission is the central human resource agency for the Government of Saskatchewan. The Commission provides leadership and policy direction to all ministries in order to enable a high-performing and innovative, professional public service. The Commission works with ministries to ensure effective workforce management by supporting delivery of foundational services such as payroll, staffing and classification, and strategic support including labour relations and organizational development.

Mission Statement

The Public Service Commission (PSC) provides client-centered human resource solutions to enable the public service to meet the needs of Saskatchewan citizens.

Government Goals

Sustaining growth and opportunities for Saskatchewan people	Meeting the challenges of growth	Securing a better quality of life for all Saskatchewan people	Delivering responsive and responsible government

Goal:

A Renewed Public Service to Support the *Saskatchewan Plan for Growth*

Strategy

Enhance talent management to ensure the Government of Saskatchewan has the workforce to deliver programs and services.

Key Action

- Lead and support government's Strategic Workforce Planning process.

Strategy

Advance strategic corporate initiatives through inter-ministerial cooperation.

Key Action

- Support the Government of Saskatchewan to embed the vision and values of the "Commitment to Excellence."

Government of Saskatchewan

Government Goals

Sustaining growth and opportunities for Saskatchewan people	Meeting the challenges of growth	Securing a better quality of life for all Saskatchewan people	Delivering responsive and responsible government

Goal:

The Government of Saskatchewan is an Employer of Choice

Strategy

Ensure effective management and decision-making frameworks contribute to a positive and productive work environment for the Government of Saskatchewan.

Key Actions

- Develop a Strategic Human Resource Policy Framework to enhance organizational performance for the Government of Saskatchewan.
- Reinforce a labour relations environment that is conducive to meeting government's business objectives.
- Strengthen the approach to manage and recognize employee performance within the Government of Saskatchewan.
- Complete a review of the Government of Saskatchewan's Conflict of Interest Policy, to mitigate risk for the Saskatchewan Public Service.

Strategy

Provide responsible and relevant programs and services to attract, develop and engage a talented and representative workforce within the Government of Saskatchewan.

Key Actions

- Provide assistance and advice to ministries in the analysis of relevant human resource data and information.
- Begin the implementation of the public service Disability Employment Strategy, with emphasis on education and awareness.
- Continue to implement the on-line Enterprise Learning Management System (LEARN) to all ministries.
- Provide learning opportunities focused on policy development, middle management training and executive leadership development.

Strategy

Promote employee well-being as part of a workplace health and safety framework.

Key Actions

- Support the Government of Saskatchewan to eliminate or reduce hazards, to promote the achievement of Mission: Zero and to implement the Health and Safety Leadership Charter.
- Implement a Disability Management Program pilot that utilizes third party disability case management, aimed at promoting healthy employee attendance at work.
- Lead implementation of the Canadian "Psychological Health and Safety in the Workplace Standards" for the Government of Saskatchewan.

Performance Measures

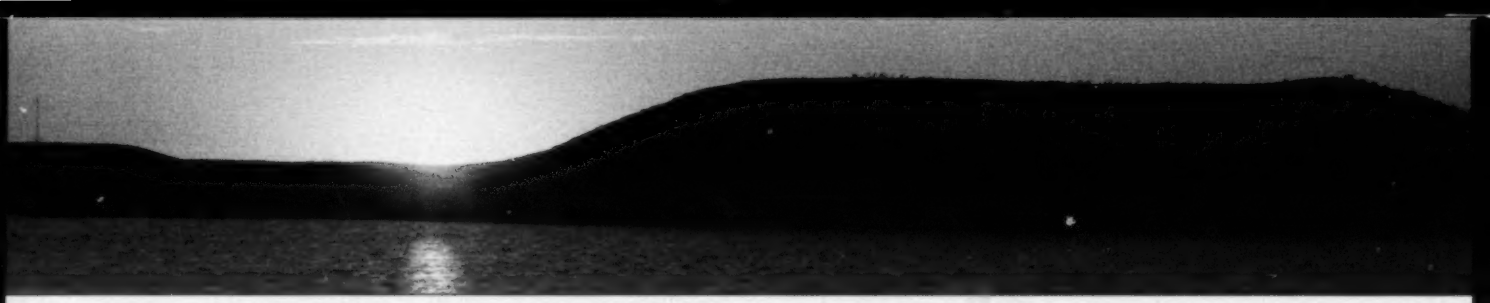
Executive Government Service-Wide Workforce Representation by Diverse Employee Groups:
Increase representation to more closely reflect Saskatchewan Human Rights Commission targets by March 31, 2016.

Executive Government Service-Wide Percentage of Payroll Spent on Training:
Increase the percentage of payroll spent on training to progress toward the 1.5% target for 2018.

Executive Government Service-Wide Four-Year Retention Rate:
Increase the four-year retention rate of new permanent full-time employees in the Saskatchewan Public Service to progress toward the 75% retention target for 2018.

Executive Government Service-Wide Sick Leave Usage per FTE:
Decrease sick leave usage to progress toward the 7 day per FTE 2018 target.

Executive Government Service-Wide Injury Rate:
Reduce injury rate by 10% per year (30% from 2012 baseline as per calendar year) to achieve a 40% reduction by December 2016.



Government Goals

Sustaining growth and opportunities for Saskatchewan people	Meeting the challenges of growth	Securing a better quality of life for all Saskatchewan people	Delivering responsive and responsible government

Goal:

The Public Service Commission is a Valued and Respected Partner Delivering Excellent Services

Strategy

Enhance the efficiency, effectiveness and accountability for the Public Service Commission.

Key Actions

- Improve service delivery for staffing, classification, payroll, and benefits.
- Develop a records management framework and policy to guide the proper documentation and handling of human resource related records for the Government of Saskatchewan.
- Enhance human resource data integrity and analytics capability to support enhanced reporting and management decision-making in the Government of Saskatchewan.

Performance Measure

Client Satisfaction:
Establish a measure and benchmark by March 31, 2016.

Government Goals

Sustaining growth and opportunities for Saskatchewan people	Meeting the challenges of growth	Securing a better quality of life for all Saskatchewan people	Delivering responsive and responsible government

Goal:

Employees of the Public Service Commission are Engaged, Innovative and Adaptable

Strategy

Integrate "Commitment to Excellence" vision and values in the Public Service Commission's approach to service delivery.

Key Actions

- Provide on-going support to Public Service Commission employees to understand and demonstrate behaviours consistent with the "Commitment to Excellence."
- Implement actions from the Public Service Commission's Safety Plan.
- Implement actions from the Public Service Commission's Culture Sustainment Plan.

Performance Measures

PSC Planning for Success and Work and Learning Plan Discussions Completed:
100% of PSC employees will have participated in Planning for Success and Work and Learning Plan Discussions:

- Mid-year discussions completed by November 30, 2015
- Year-end discussions completed by June 30, 2016

PSC Sick Leave Usage per FTE:
Decrease sick leave usage to progress toward the 7 day per FTE 2018 target.

PSC Injury Rate:
Reduce injury rate by 10% per year (30% from 2012 baseline as per calendar year) to achieve a 40% reduction by December 2016.

Highlights

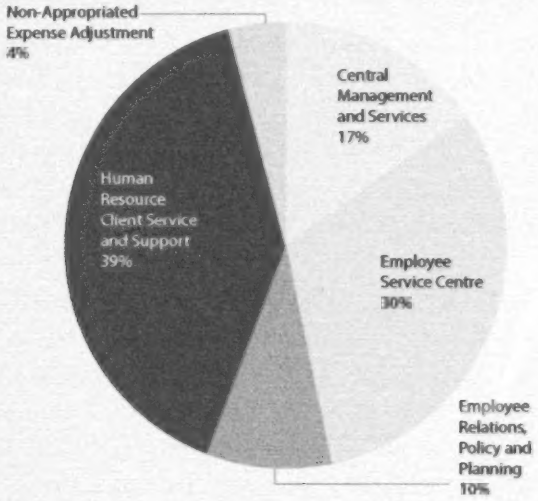
- Begin implementation of the public service Disability Employment Strategy, with emphasis on education and awareness.
- Work with ministries to develop strategic workforce plans that will identify key strategic human resource priorities in the public service.
- Develop a Strategic Human Resource Policy Framework to anchor the PSC's strategic agenda over the next five years, aligning human resource efforts across the public service and setting the stage for transforming human resource policies and practices to better position the Government of Saskatchewan as an employer of choice.
- Continue to implement the on-line Enterprise Learning Management System (LEARN) to all ministries.
- Provide learning opportunities focused on policy development, middle management training and executive leadership development.
- Continue to work with ministries to support the coordinated implementation of safety plans.
- Evaluate the use of a third party service provider for disability management services to support more proactive and effective disability management services for employees and managers.
- Review and implement changes to the government's Conflict of Interest Policy, mitigating risk and respo ling to Provincial Ombudsman concerns.
- Develop a records management framework and policy to guide the proper documentation and handling of human resource related records across the public service.
- Improve staffing, classification and payroll and benefit administration services, through the use of technology, to ensure an enhanced customer service experience.

Financial Summary

2015-16 Estimates	(in thousands of dollars)
Central Management and Services	5,950
Employee Service Centre	10,838
Employee Relations, Policy and Planning	3,605
Human Resource Client Service and Support	14,045
Total Appropriation	**34,438**
Capital Asset Acquisitions	-
Non-Appropriated Expense Adjustment	1,500
Total Expense	**35,938**
FTE Staff Complement	**295.1**

For more information, see the Budget Estimates at: http://www.saskatchewan.ca/budget

Percentage of Total Expenditures for 2015-16


Non-Appropriated Expense Adjustment 4%
Central Management and Services 17%
Human Resource Client Service and Support 39%
Employee Service Centre 30%
Employee Relations, Policy and Planning 10%

For More Information

Please visit the Public Service Commission's website at: http://www.saskatchewan.ca/government/government-structure/boards-commissions-and-agencies/public-service-commission